

~~SECRET~~

5 March 1953

MEMORANDUM FOR: Chief, Support Staff  
SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE INTEREST

1. General -

b. A study is being conducted to determine an equitable clothing allowance

2. Personnel -

a. The Classification and Wage Administration Division will continue its survey of the Office of Training by auditing the positions of the Administrative Branch of the Support Staff starting Monday, 9 March 1953.

b. The revised military personnel estimates for FY-1954 were submitted to MPD.

c. Arrangements were completed through the Placement Office, FDC, to transfer Mr. [ ] from Commo to fill a position of Property and Supply Officer on the Administrative Branch of the Support Staff. This arrangement will make Mr. [ ] available to fill a vacancy in the Budget and Fiscal Office of the Support Staff.

d. The Administrative Officer discussed with Mr. [ ] the progress being made in their selection of a qualified Security Officer for assignment to the Support Staff, Office of Training. Mr. [ ] has reviewed several files during the last few weeks but states that he has no qualified candidates at grade GS-11 or 12 to fill the position. He was informed that a request had been made to the Classification and Wage Division to raise the position to GS-12.

3. Budget and Fiscal -

a. Discussion was held with the Auditor in Chief, Deputy Comptroller, Administrative Officer of [ ], and the Budget-Fiscal Officer/OTR concerning use of unvouchered funds [ ].

b. The Finance Division has accepted a revised re-imbursement plan for [ ]

25 YEAR RE-REVIEW

Administrative Officer, OTR

~~SECRET~~